

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER EXECUTIVE/
FINANCE COMMITTEE MEETING** **June 25, 2015**

PRESENT: Marvin Rucker, Beth Relich, Barbara Robinson, Pat Hickey, Joan Swigert, Pat Finder-Stone, Ramon Fierros

EXCUSED: None

ALSO PRESENT: Devon Christianson, Christel Giesen, Debra Bowers, Kinsey Black, Laurie Ropson

The meeting was called to order by Chairperson Rucker at 8:35 a.m.

PLEDGE OF ALLEGIANCE.

ADOPTION OF THE AGENDA:

Ms. Hickey/ Ms. Relich moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF MEETING OF April 16, 2015:

Mr. Relich/ Ms. Robinson moved to approve the minutes of the regular meeting of April 16, 2015. **MOTION CARRIED.**

FINANCE 101 TRAINING:

- A. OVERVIEW OF ADRC BUDGETS, FUNDING, AND ALLOCATIONS:** Ms. Christianson referred to the Aging & Disability Resource Center Federal, State, and Local Funding PowerPoint and ADRC Finance 101 handouts throughout her presentation.

The funding streams for 2014 include: the Older American's Act 17%, ADRC State/Federal funds 50%, 85.21 State Transportation Grant 9%, County Levy 13.5%, private donations 10.5%. and Special Limited Term Grants that are still being calculated. Ms Christianson discussed the complexity of the funding; our need to combine funding sources according to program regulations in order to meet our agency's needs and local priorities. Emphasis was given regarding the strength and limitations of each funding source.

Ms. Christianson described major initiatives the ADRC will focus on for the upcoming year.

- **Managed Care: Family Care + IRIS** Transitioning to Family Care will take 36 months before all consumers on the waitlist are transitioned to services. We will need to plan for a 2/3 reduction in meals due to the transition to Family Care. Consumers who are with a Managed Care Organization will no longer be able to pay on a donation basis for home delivered meals. If meals are necessary, they will need to be included in the MCO's care plan with the consumer. The full cost per meal is \$7.28 for home delivered and \$8.54 for congregate. A new invoicing procedure is being developed with each MCO.
- **Modernization: Café/Employment, New Revenue** the ADRC continues to work towards a café model, which will involve putting together a Request For Proposal (RFP), collaborating with local partners, and GWAAR to create a sustainable model.

- **Dementia Capable Community: Alzheimer's Changes Everything AFCSP: New Administration** Previously, the AFCSP funding was awarded to NEW Curative to support daycare programs; the state has now indicated that this funding will need to go directly to qualified persons instead of one agency. Each eligible family would receive a small grant and a plan would be established to show how the money will be spent. AFCSP requires that a robust set of options be presented to the family where they can use the funds. I&A would perform assessments and create plans with consumers and clerical support would be needed to keep each plan and budget on track. It will be critical that invoicing, budget monitoring, and payments occur effectively.
- **Get to Know Us:** The Marketing Taskforce is working on a video to provide outreach to businesses and the general public to get to know us and to demonstrate our impact.
- **DHS Evaluation:** In 2016 we will be evaluated by DHS to see if we should merge with Economic Support. They will also be checking to make sure duplication is not occurring amongst the two governing boards.
- **Business Acumen Model:** Ms Christianson described a long term vision of the Administration of Community Living (ACL) and GWAAR to infuse a business acumen model into the programs. This new vision will assist aging programs sustain themselves. GWAAR will be expecting strategies within our 3 year aging plan.
- **Evidenced Based Prevention Programs:** The ADRC is working with Wisconsin Institute on Healthy Aging (WIHA) to explore accreditation of our evidenced based diabetes prevention program. The long range goal would be to capture reimbursement through CMS.

Ms. Brown announced that NEW Curative is prepared for the July 1st transition of transportation programs from Red Cross to NEW Curative. They have the staff on board and new software has been purchased, and new logos will be placed on the vehicles.

PRELIMINARY BUDGET REVIEW AND APPROVAL:

A. DRAFT BUDGET:

Ms. Christianson and Ms. Bowers referred to highlighted items on the 2016 Preliminary Budget explaining that these items could change based on the amount of levy and county chargebacks we receive from the Brown County on June 29 and the outcome of the State budget. The budget before the committee includes:

- Brown County Levy remains flat in the preliminary budget.
- The reduction of meals by 2/3 due to the transition to Family Care.
- AFCSP changes reflect the addition of a 20 hour per week, part-time clerical position. A small portion from Title-IIIB is calculated to support this position as well.
- As a result of the AFCSP required changes, NEW Curative will no longer be eligible to receive these funds directly. Day Care consumers can be referred to the ADRC for assessment and options counseling. Consumers would be able to use their AFCSP budget to buy day care directly.
- The proposed State Budget includes eliminating four of the 16 Dementia Care Specialists across the state. This means we could lose our current Dementia Care Specialist position. The DCS position has been included optimistically in the proposed budget. Ms. Christianson is working closely with the state around this issue and will keep an eye on the state decisions.

- No increase to health insurance costs.
- Charges and fees from community service have dropped.
- Cost of living and pay for performance is also figured into the budget.

Ms. Christianson referred to the 2016 Preliminary Budget report showing a deficit and indicated some decisions the committee could make that could impact the deficit:

- Increase our suggested meal donation from \$3.50 to \$4.00.
- Western Daycare has a high percentage of unserved meals, we could package and deliver the meals and freeze extra meals which would reduce waste.
- Reduce our marketing budget by \$1800.
- Charge a fee for the use of our Loan Closet. Other counties charge \$10 or \$15 for the use of a Loan Closet item for six months. This would allow anyone in the community to use the Loan Closet.
- We could also decrease the Loan Closet budget by \$1600 due to the generation of revenue if we were to charge for the use of equipment. The option to waive the fee would be available if someone couldn't afford to pay.
- Use designated funds from our net assets.

Ms. Giesen reported on our contractual agreements. The transportation grant requires 20% of the county levy to match the local the 85.21 program. The other contract requests were outlined by Ms Giesen: Aramark, Pulaski, Denmark, DePere, Human Services, Oneida, Salvation Army, NEW Curative. The requests have been included in the preliminary budget.

Ms. Brown thanked the ADRC for the partnership and for providing support to NEW Curative for many years. Ms. Misovec talked about the four adult day programs they currently provide, three of which support those with dementia. Daily capacity can reach 100 people per day. The cost is \$6.00/hour; one site is donation based while the other three are a fee for service.

Discussion occurred around increasing the suggested meal donation from \$3.50 to \$4.00 per meal and charging a fee for use of the Loan Closet. Concern was raised from a member of the Executive & Finance Committee about asking our most vulnerable population to increase donations for meals instead of finding other alternatives to come up with the money. Ms. Christianson also mentioned that an annual appeal is another option for us to generate donations from businesses and anyone in the community. The Committee agreed that asking for donations and fees in multiple ways would be the best solution.

Ms Christianson asked the committee to help prioritize the choices discussed to help offset the deficit. The committee discussed an annual appeal for greater donations to also include increasing the suggested meal donation and charging for the loan closet as the top priorities. If, following these strategies, the budget continues to have a deficit; the ADRC should use net assets to balance the budget. Following this discussion, the committee felt implementing the annual appeal and loan closet fee should occur regardless of the need within the budget.

APPROVAL OF THE DRAFT BUDGET:

Ms. Relich/Ms.Robinson moved to implement the donation change and solicitation and to implement the Loan Closet fee structure regardless of the budget. **MOTION CARRIED**

Ms. Robinson/Ms. Hickey moved to accept the current draft budget as presented. **MOTION CARRIED**

ANNOUNCEMENTS:

Ms. Relich spoke about “100 Women Who Care” an organization she’s part of that awards non-profits \$10,000. On a quarterly basis, non-profits who’ve applied and selected present to the organization, one non-profit is awarded \$10,000. Ms. Relich will provide a form for the ADRC to apply.

ADJOURN:

Ms. Hickey/ Ms. Robinson moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 11:08 a.m.

Respectfully submitted,

Kinsey Black, Administrative Specialist